

# OPENING PRESENTATION GUIDELINES

## Equity Site Visit

### 2017-18

The Opening District Presentation consists of the District Overview and the Superintendent Interview. This enables the district to:

- showcase its programs and services related to educational equity
- provide opportunity for the superintendent to answer specific questions and elaborate, during the interview portion of the scheduled time, on specifics in the ***Eight Areas of Educational Equity*** established by the Office for Civil Rights (OCR), and
- set the expectations for what team members will see and hear during the site visit.

The eight areas of the Educational Equity established by the OCR correspond with the 2017-18 Equity On-Site Manual provided, and the Equity Letter of Finding the district will receive following the equity visit.

### THE DISTRICT OVERVIEW

The district is encouraged to prepare for the overview by giving consideration to its educational equity journey through the “**what**” and “**how**” of each of the following equity areas:

- Section I. Administrative Requirements
- Section II. Recruitment, Admissions and Counseling
- Section III. Accessibility
- Section IV. Comparable Facilities
- Section V. Services for Students with Disabilities
- Section VI. Financial Assistance
- Section VII. Work Study, Cooperative Programs and Job Placement
- Section VIII. Employment

During the Overview, districts/schools are asked to:

- Plan the overview to include significant data and attributes of programs, initiatives, and activities in each of the ***Eight Area of Educational Equity*** (Sections I - VIII) that are unique to the district.
- Provide a summary of what the district has learned through the review of various demographic and disaggregated data.
- Comment on other significant accomplishments or initiatives, related to equity, such as:
  - connections with community partners
  - professional development
  - programs for students
  - District strengths and challenges in the area of Equity
  - Progress district has made in the area of Equity since the last visit.

- During the overview, please provide commentary, and written information and/or data when appropriate in each of the ***Eight Areas of Educational Equity***, concerning the following:
  - ***The district's officially named coordinators:***
    - Equity
    - Title IX (Sex Equity)
    - Section 504 (Disability Equity)
    - Title VI (Race/National Origin Equity)
  - ***Criteria used to name the above coordinators***
  - ***Training (event and dates) provided to support the named coordinators***
  - ***Written job descriptions for each coordinator duties***
  - ***How each coordinators authority determined, established and disseminated to staff and constituents***
  - ***How staff, students and parents are made aware of the availability and location of grievance forms and how to obtain one and where they located in all of your buildings in the district***
  - ***Specific events and dates the district has provided to staff, students and parents about harassment and bullying, including sexual harassment or assault related to Title IX***
  - ***The date and results of the last school climate survey***
  - ***Academic programs, specifically CTE courses, which have disproportionate enrollment? (i.e. Males/females - more than 80% of one gender, concentration of students with disabilities, concentration of ELL or students of color***
  - ***Written plan and data of most recent meeting/collaboration among ESL staff, special education staff, Section 504 Plan Coordinator, school counselors, the equity coordinator, general education teachers and the CTE education staff.***
  - ***The Section 504 Guide for Educators and Parents***
  - ***The number of 504 students served by the district***
    - ***At High School, MS and Elementary***
    - ***Currently in CTE classes?***

## **SUPERINTENDENT INTERVIEW**

- Specific questions asked of the superintendent right after the Overview. Questions will be based on the ***Eight Areas of Educational Equity***.
- Interview questions are not shared beforehand.

### **RECOMMENDED AGENDA**

- I. Welcome and Introductions (5 minutes)
- II. District Overview (45 - 50 minutes)
- III. Superintendent Interview and Follow-up Questions/Answers (60 minutes)

**Contact Fred Kinne for questions**

**515-326-5350**

**[fred.kinne@iowa.gov](mailto:fred.kinne@iowa.gov)**

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